

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
FEBRUARY 22, 2011
SELECTMEN'S MEETING ROOM
7:00 PM**

Board Members Present: Julie M. Hannum, Chairman
Rene C. Wood, Clerk
David A. Smith, Jr.

Others Present: Joseph A. Kellogg, Town Administrator
Rhonda LaBombard, Assistant Town Administrator

Members of the public

Chairman Hannum called the meeting to order at 7:00 pm.

APPROVAL OF MINUTES:

Selectman Wood moved to approve the minutes from the January 10, 2011, January 24, 2011 (two sets), January 31, 2011 and February 9, 2011 meetings, seconded by Selectman Smith. The motion carried unanimously.

WIRED WEST:

The representative from Wired West was unable to attend as planned. Discussion will be placed on the next meeting agenda.

REGIONAL BOARD OF HEALTH PLANNING GRANT:

Tom Matuszko from Berkshire Regional Planning Commission (BRPC) and Laura Kitross from the Berkshire County Boards of Health Association were present to discuss the Berkshire Public Health Partnership Grant Application. Board of Health members, Priscilla Cote, Joel Weiss and Scott Smith were also present. BRPC would be the applicant for the grant on behalf of participating towns which would be used to set up a formal partnership with the intention of seeking actual project funds in the fall. There would be no obligation for the Town at this stage other than attending meetings and participating in the process. A further vote would be required to actually join any formal partnership which is created. Discussion ensued regarding the structure of the program. Selectman Wood moved to join the initial phase of the Berkshire Public Health Partnership Grant Application, seconded by Selectman Smith. The motion carried unanimously.

ACCESSORY APARTMENT BYLAW:

Marilyn Wightman from the Housing Commission was present to discuss a letter to the Board from Michael Citrin, Chairman of the Housing Commission, requesting that the Board refer their proposal to adopt an Accessory Apartment Bylaw to the Planning Board for a hearing and report. Selectman Wood moved to refer the proposed Accessory Apartment Bylaw to the Planning Board for a hearing and report as provided in Chapter 40A, Section 5 of the General Laws, seconded by Selectman Smith. The motion carried unanimously.

SOUTHERN BERKSHIRE HOUSEHOLD HAZARDOUS WASTE PROGRAM:

Selectman Smith moved to sign a letter of intent to participate in the FY 2012 Southern Berkshire Household Hazardous Waste Program, seconded by Selectman Wood. The motion carried unanimously. Administrator Kellogg stated that the spring collection dates would be posted on the Town's website as soon as they are established.

MUTUAL AID AGREEMENTS:

Administrator Kellogg explained a statewide mutual aid agreement which would allow Towns to join together on a statewide basis to provide public safety and fire mutual aid. Chief McGarry recommended signing the agreements. Selectman Wood moved to sign a Statewide agreement for public safety and fire mutual aid, seconded by Selectman Smith. The motion carried unanimously.

ONE DAY ALCOHOL LICENSE – BERKSHIRE SCHOOL:

Berkshire School has applied for a one day alcoholic beverage license on May 13, 2011 for their Annual Alumni Weekend event. Selectman Smith moved to grant a one day alcoholic beverage license to Berkshire School for May 13, 2011, the motion was seconded by Selectman Wood. The motion carried unanimously.

ANNUAL TOWN MEETING WARRANT CLOSING DATE:

Selectman Smith moved to set March 31, 2011 as the closing date for non financial warrant articles for the Annual Town Meeting, seconded by Selectman Smith. The motion carried unanimously.

RESIGNATION – COMMISSION ON DISABILITIES:

Noah Parsons submitted a letter of resignation from the Commission on Disabilities. Selectman Wood moved to accept the resignation of Noah Parsons from the Commission on Disabilities and to send him a letter of thanks for his services, seconded by Selectman Smith. The motion carried unanimously.

FY11 AUDIT ENGAGEMENT LETTER:

Melanson Heath and Company has submitted a proposal to conduct the FY2011 audit at a cost of \$12,000, which is the same as the FY2010 audit, with an additional \$3,500 for auditing the Senior Center CDBG grant. Selectman Smith moved to sign the audit engagement letter for an FY2011 audit to include an audit of the Senior Center CDBG Grant, seconded by Selectman Wood. The motion carried unanimously.

SELECTMEN'S ITEMS:

Chairman Hannum thanked the Highway Department for their hard work during the recent storms.

Selectman Wood inquired about the resignation of Police Officer Greg Priest. Administrator Kellogg will discuss the matter with Chief McGarry.

Selectman Wood said that there would be an informational meeting in Lenox on March 2, 2011, 5:30 pm to 7 pm, to discuss the Housatonic River clean up.

Selectman Wood reminded residents that nomination papers are available in the Town Clerk's office for various elected positions. They would need to be picked up by March 18th and returned by March 21st.

PUBLIC COMMENT:

Discussion ensued regarding Wired West and Time Warner issues with internet services.

OTHER BUSINESS:

Salco Construction Change Order #5: Administrator Kellogg requested that the Board approve a change order to the contract with Salco Construction for the new Senior Center. The change involves moving gas piping; raising of floor drains; additional waterproofing; baseboard change in the Great Room; change in

bathroom/kitchen ceilings to acoustical tile; change in bathroom lavatories; installation of FRP in Janitor's Room; changes in keying; change of color in Director/Receptionist offices; change of tile to ceramic in Nurses and Lounge sink splash areas; installation of transfer switch; and a change in outdoor lights for a total increase of \$7,848.55. Selectman Smith moved to approve Change Order #5 to the contract with Salco Construction in the amount of \$7,848.55, seconded by Selectman Wood. The motion carried unanimously.

CDBG Grant Budget Amendment: Administrator Kellogg discussed a budget amendment to the CDBG grant for the Senior Center construction. The amendment would be to allow funds designated for administration to be used for construction purposes with the exception of the administration of the grant by Berkshire Housing Development Corporation and the audit. Administrator Kellogg recommended signing the amendment. Selectman Wood moved to approve the CDBG Grant Budget Amendment, seconded by Selectman Smith. The motion carried unanimously.

Resignation – Animal Control: Dick Boardman submitted his resignation as Animal Control Officer. Selectman Smith moved to accept the resignation from Dick Boardman and to send him a letter of thanks for his services, seconded by Selectman Wood. The motion carried unanimously. Administrator Kellogg stated that anyone interested in the position should submit a letter of interest to the Board of Selectman.

Selectman Smith moved to adjourn the meeting, seconded by Selectman Wood. The motion carried unanimously.

Chairman Hannum adjourned the meeting at 8:12 pm.

Respectfully submitted:

Rhonda LaBombard
Assistant Town Administrator